

*****This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin and click the examination link.*****

Training and Experience Evaluation

Associate Health Program Adviser

Service wide

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Section 1: Tasks

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks

1. Monitoring and evaluating health-related programs to ensure compliance with regulations, policies and/or procedures.
2. Maintaining tracking reports and providing information derived from program audits, performance reviews, surveillance data, medical records and/or data collection activities to management.
3. Composing written correspondence concerning health-related programs, policies, and/or procedures.
4. Researching, summarizing findings, and providing recommendations on health-related regulations, statutes, standards, and/or policies and procedures.
5. Evaluating program deficiencies and identifying opportunities for improvements.
6. Providing information for presentations and/or other materials given to internal and/or external stakeholders to address health-related issues and/or concerns.
7. Analyzing information, health-related policies, and/or program issues to prepare reports for management and/or to ensure compliance with applicable regulations, statutes, standards, and policies.
8. Compiling and evaluating statistical data to identify trends, best practices, problems, deficiencies, and/or document program performance and outcomes.

9. Assist in implementing solutions to problems relating to programs, procedures, business processes, and/or policies, to reduce program deficiencies.
10. Identifying tasks, resources, and timelines to support developing a work plan for management to guide health-related program activities.
11. Maintaining and validating data in database systems to evaluate health-related programs and ensure compliance with regulations, policies and/or procedures.

Section 2: Tasks

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, and/or your EDUCATION.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks

12. Collaborating with internal and/or external stakeholders to resolve health-related concerns and improve operations.
13. Disseminating information on health-related documents, correspondence, and reports to internal and/or external stakeholders.
14. Participating in audits, program reviews/evaluations, and/or data collection activities to ensure delivery of services and/or compliance with rules/regulations.
15. Assist in coordinating efforts with internal and/or external stakeholders to remedy or improve health-related program issues.